

Dylan R. Mason
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HIGHLIGHTS OF QUALIFICATIONS

Planned, implemented and managed major network upgrades. Developed project specifications, managed budgets and contract projects worth \$16M. Adept at identifying resources required to accomplish strategic plans. Interpersonal skills have proven essential to the ability to acquire resources.

SECRET Security Clearance, TOP SECRET (SSBI) IN PROCESS (investigation started in April '04).

EXPERIENCE

Supervision

- Direct daily operations of department, analyzing workflow, establishing priorities, developing standards and setting deadlines
- Assign and review the work of systems analysts, programmers, and other computer-related workers
- Control operational budget and expenditures
- Supervise the staff of up to 21 personnel
- Sections supervised included Network Operations, Telecommunications Section, Computer Repair Section, Help Desk, Distance Learning and Visual Information

Communication

- Tracked and reported maintenance readiness trends
- Member of the Velocity Management Team developing policy for logistics management
- Appointed as the contract representative on federal contract jobs
- Requested and justified \$16M to rebuild organization sub structure
- Developed the scopes of work, project plans, and proposals

Leadership

- Training, welfare and fitness of 115 soldiers to include 12 independent sections
- Managed communication systems including LAN/WAN, telecommunications and HF and FM radio systems
- Provided oversight for the discipline program to include performance of inspections and inventories of equipment

Contract Management

- Perform estimates for federal and state construction projects
- Coordinate, supervise and manage contracting procedures
- Identified problems, analyzed and developed solutions that are practical and cost effective
- Provided assistance and instruction to contractors regarding various federal projects
- Developed, evaluated and reviewed facility design criterion for the schematic design and development of blueprints to modify existing facilities in order to maximize operational efficiency

EMPLOYMENT HISTORY

Dept of the Army - Information Management Chief	05/2001 - Present
Dept of the Army - Network Engineer	10/1997 - 04/2001
Dept of the Army - Equipment Specialist	08/1995 - 09/1997
State of Colorado- Project Coordinator	03/1992 - 07/1995
CPMOR Technology Corporation - Property Administrator	06/1989 - 02/1990

MILITARY EXPERIENCE

Deployed for Operation Iraqi Freedom	01/2003 - 01/2004
Communication Officer	04/2000 - 12/2002
State Telecommunication Manager	09/1998 - 04/2000
Commander	04/1996 – 09/1998
Intelligence Officer	10/1994 – 04/1996

EDUCATION

Columbia College
Bachelor's Degree - 5/1994
Major: Business